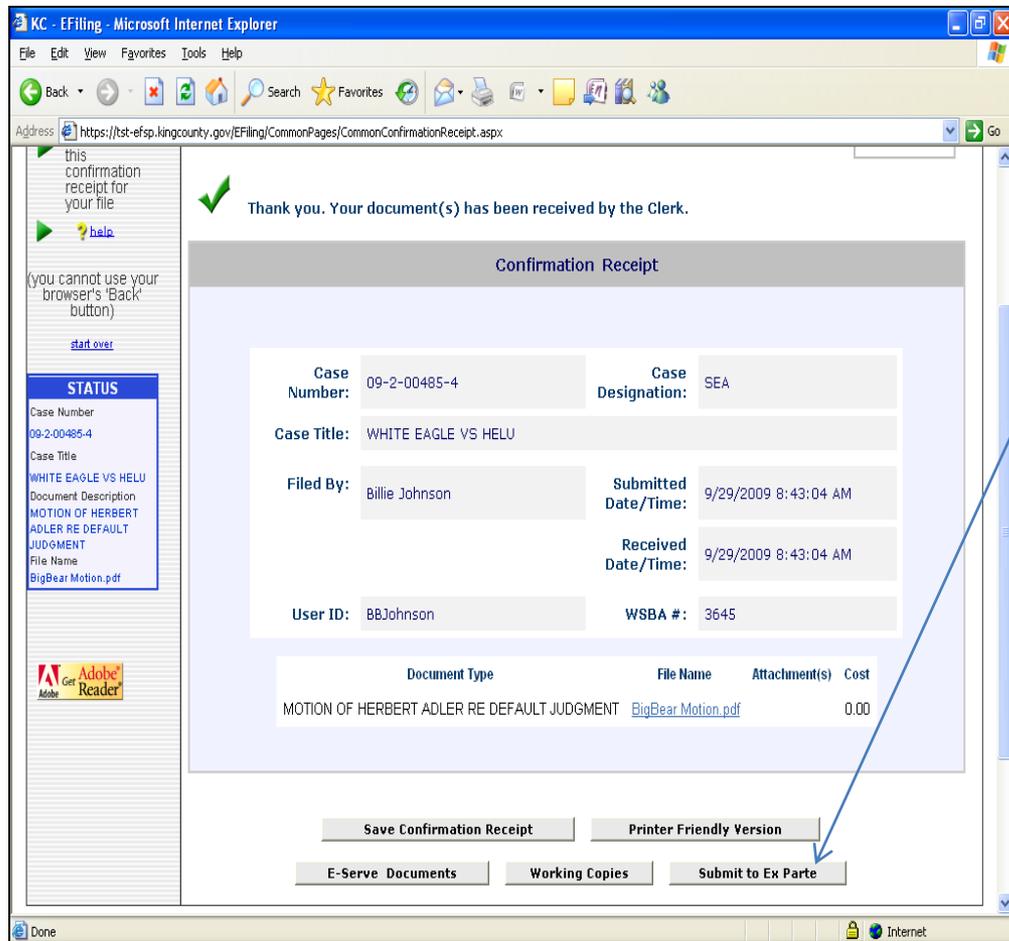


Ex Parte via the Clerk Step-by Step Photo Guide



Accessing E-Ex Parte



E-Ex Parte via the Clerk Access

- You may access E-Ex Parte via the Clerk at the time of e-filing a document in an existing case by selecting the 'Submit to Ex Parte' button on your confirmation receipt.

Accessing E-Ex Parte From Your My Cases/Status Tab

The screenshot shows the King County Department of Judicial Administration - E-Filing website. The user is logged in as Billie Johnson. The 'My Cases' menu is selected, and the 'Status' sub-tab is active. A table displays the following data:

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
E-Serve WC EXP	09-2-00485-4 WHITE EAGLE VS HELU	09/29/2009 08:43:04 AM	09/29/2009 08:43:04 AM	Pending	MOTION OF HERBERT ADLER RE DEFAULT JUDGMENT	BigBear Motion.pdf
E-Serve WC EXP	09-2-00485-4 WHITE EAGLE VS HELU	09/28/2009 12:41:17 PM	09/28/2009 12:41:17 PM	Pending	RESPONSE OF EMMA PINSCHER	John's declaration.pdf
E-Serve WC EXP	02-2-99999-9 TEST 1234	09/28/2009 12:26:23 PM	09/28/2009 12:26:23 PM	Pending	RESPONSE OF EMMA PINSCHER	John's declaration.pdf
WC EXP	09-2-30469-6 Smith Smith vs ABC	09/22/2009 09:13:48 AM	09/22/2009 09:13:48 AM	Pending	SUMMONS & PETITION	EWCT_2.tif

E-Ex Parte via the Clerk Access

You can also access E-Ex Parte via the Clerk from your Status tab under the My Cases menu option by clicking on the “EXP” link. If you are filing a new case, you will access E-Ex Parte in this manner.

E-Ex Parte Submission Information (Electronic Cover Sheet)

Ex Parte - Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://tst-efsp.kingcounty.gov/Efiling/Exparte/exparte.aspx>

Welcome Amy Ebersole E-Filing E-Service Home Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

ExParte Via the Clerk Submission Information

guardianship

Case Caption **In re the guardianship of vs Sallie Mae McKay Case # 10-4-00010-8**

Case Description In estate cases, check if will has already been filed

Law Firm/Name

Contact Person Contact # (XXX-XXX-XXXX format) Ext #

Address

City State Zip

ExParte Presentation/Pick-up Location

Is there a hearing or trial scheduled before an assigned judge in the next two weeks Yes No
(Not including any hearing being scheduled by this proposed order)

Service Requested

Regular (\$30.00) Expedited (\$60.00)

Return Via

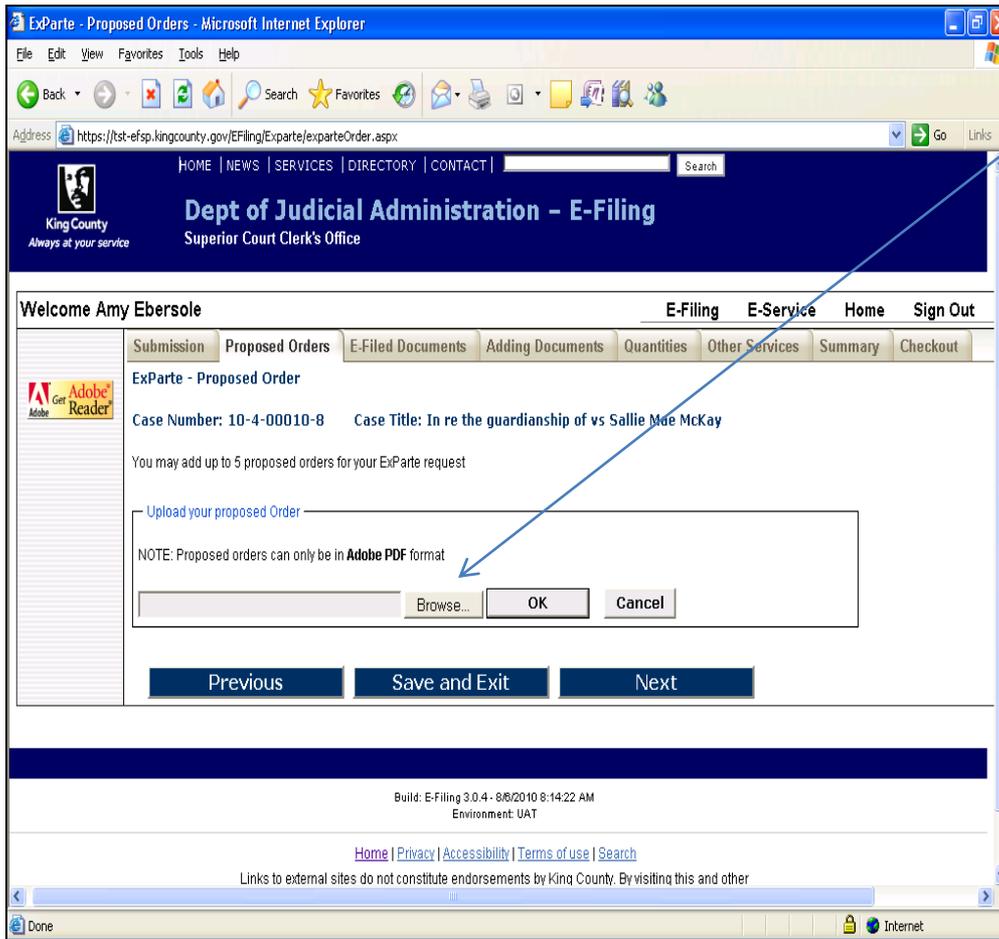
Messenger Notify for Pickup Mail to the address listed above

Upload a Messenger slip in pdf or tif format (file cannot exceed 5 MB)

Submission Information

- Fill in contact information – this is the person we will contact if we have questions
- Select your desired presentation/pick-up location
- If there is a hearing before your assigned judge in the next two weeks and you have a dismissal which will strike a trial date, the Clerk will forward your order to that judge on your behalf
- Choose *Regular* or *Expedited* service
- Choose your return delivery method
 - If you select messenger you will be prompted to upload a messenger slip
 - If you select mail as a return option clerks will office will mail your documents free of charge for postage

E-Ex Parte - Uploading Your Proposed Order(s)



Proposed Orders

- Select the 'Browse' button to upload your proposed order(s) in PDF format
- If this is a new case, remember to include the case number and designation on your proposed order(s) before uploading. (You will find this information on your confirmation receipt after e-filing your new case).
- You may upload up to five (5) proposed orders in one case in a single submission.

E-Ex Parte – Selecting Your E-Filed Documents

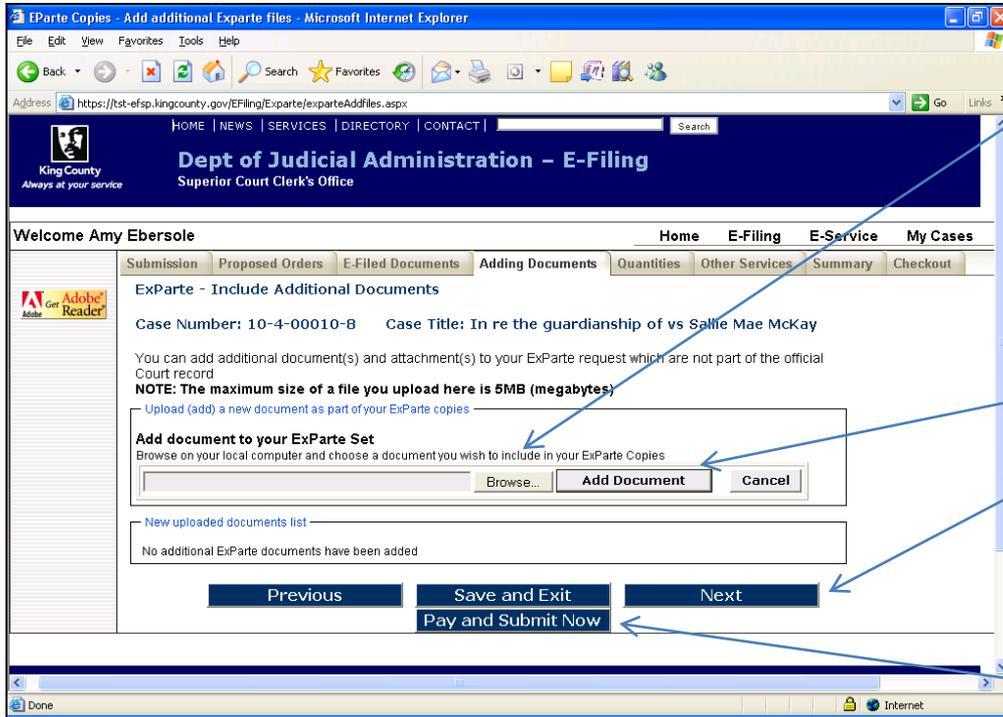
E-Filed Documents

If you only need certain e-filed documents to be added to your ExParte submission follow step number one (1).

If you want all your e-filed documents to be added to your submission follow step two (2).

- 1.) Use the checkbox(es) to select the e-filed documents you would like included in your Ex Parte via the Clerk submission.
Once you have selected your documents, select the 'Add Selected Documents to my ExParte submission' button to add document(s) to your submission.
 - Selected documents will move to the table at the bottom of the page.
- 2.) If you wish to select all your e-filed documents select the "Add All and Continue" button which will select all your e-filed documents and proceed to the next screen in one "click".

E-Ex Parte – Include Additional Documents



Additional Documents

Select the 'Browse' button to add additional documents you would like the commissioner to consider. These can be documents already contained within the court file, minute orders, case law, etc.

– Be sure to select the "Add Document" button

If you have no additional documents to include, you may hit 'next' to order additional services such as writs, copies, letters, etc.

If you do not wish to order additional services, you may select 'pay and submit now.' You will be given an option to add to your shopping cart with a different case or to proceed directly to payment.

E-Ex Parte – Document Quantities/Additional

Document Quantities and Services

- Remember that you will automatically receive one (1) conformed copy of your order(s) as part of the Clerk's service.
- You are able to request regular, certified or exemplified copies of your order(s)
- Please indicate the quantity desired in the appropriate box(es)

ExParte - Document Quantities

Additional Service(s) (exclusive of the one conformed copy)

Choose the document and service you wish to receive

FileName	Pages	Copies Requested		
Clydesdale Horses Proposed Order.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
Clydesdale Horses Order.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
sallydore Motion.pdf	2	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>
cics.pdf	1	Regular <input type="text" value="0"/>	Certified <input type="text" value="0"/>	Exemplified <input type="text" value="0"/>

Previous Save and Exit Next

E-Ex Parte – Other Services

Other Services

Ex Parte - Other Services - Microsoft Internet Explorer

Address: https://tst-efsp.kingcounty.gov/EFiling/Exparte/exparteotherservices.aspx

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
Always at your service

Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Karen Muffett

Home E-Filing E-Service My Cases Sign Out

Submission Proposed Orders E-Filed Documents Adding Documents Quantities Other Services Summary Checkout

Other Services

Type: Writ Subpoena Citation

Quantity: 1

File: Browse... OK

No Additional Services have been requested

If you are requesting a Letter or Form K, please indicate the quantity requested.

Letter: Form K:

Previous Save and Exit Next

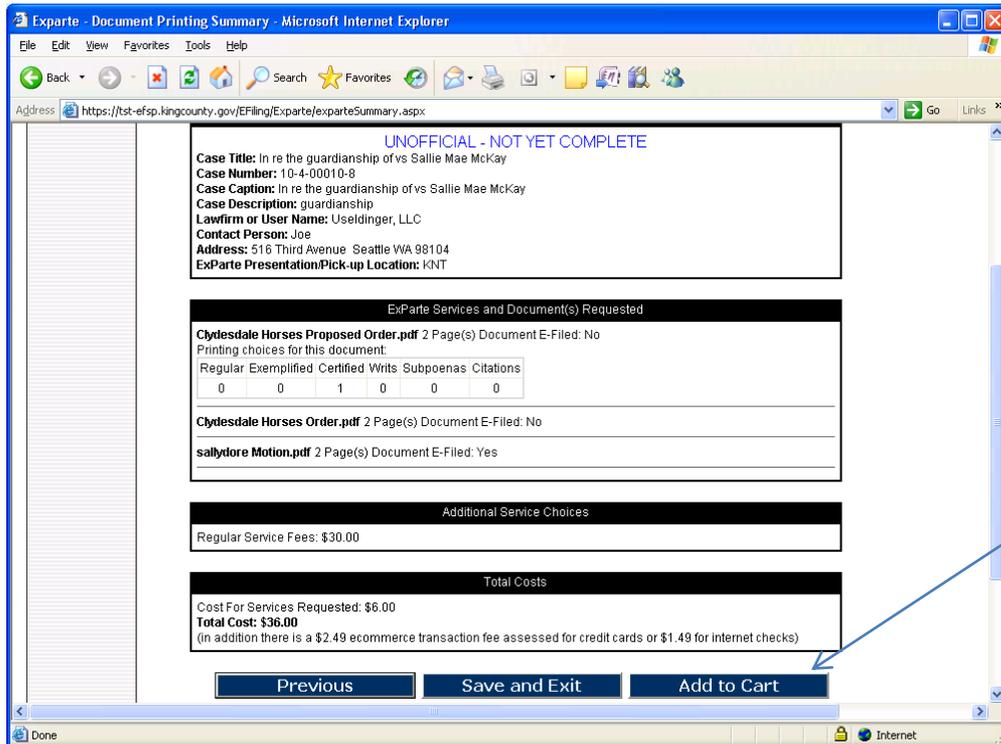
Built: E-Filing 3.0.4 - 8/31/2010 12:10:54 PM
Environment: UAT

[Home](#) | [Privacy](#) | [Accessibility](#) | [Terms of use](#) | [Search](#)

Links to external sites do not constitute endorsements by King County. By visiting this and other King County web pages, you expressly agree to be bound by terms and conditions of the site.

- You are able to request writs, subpoenas or citations by indicating the quantity desired in the appropriate box and then uploading your writ, subpoena or citation to be issued.
- If you are requesting letters or Form Ks, please select the appropriate checkbox and indicate the quantity desired.

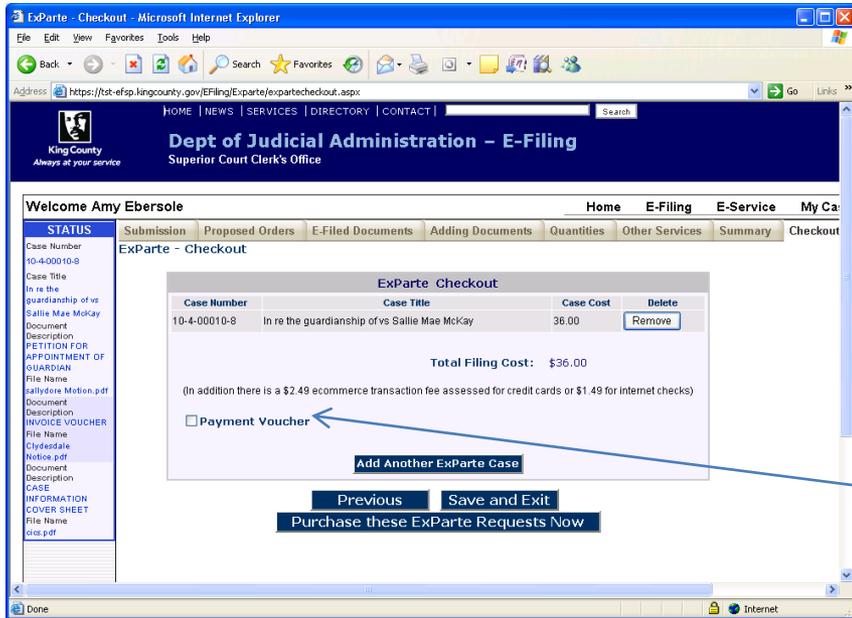
E-Ex Parte – Submission Summary



Submission Summary

- This page is a summary of your Ex Parte submission including additional services and total cost to be paid
- If you discover you have made a mistake and wish to include additional documents, order additional services, etc., you may use the 'previous' button to make your changes.
- Once you have verified your Ex Parte submission, select 'add to cart.'

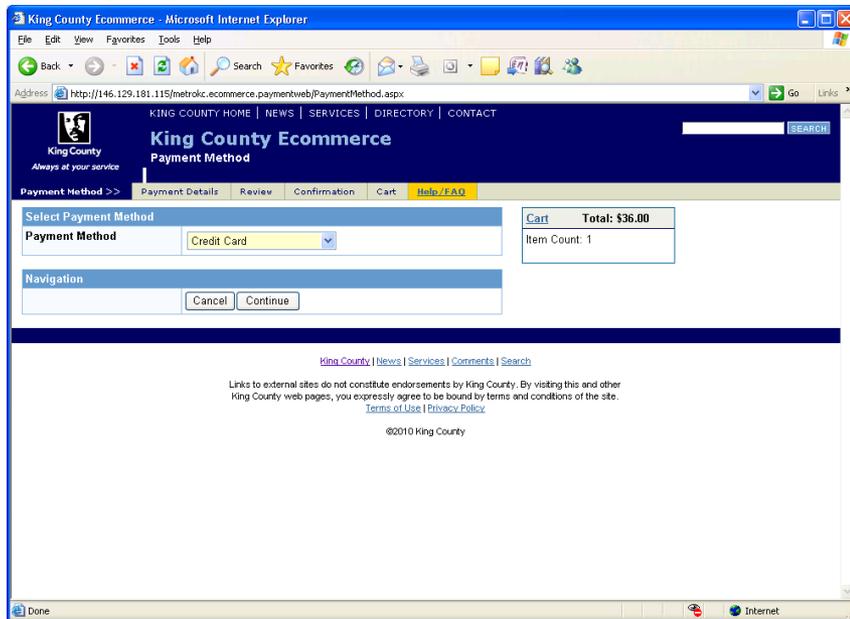
E-Ex Parte – Checkout



Checkout

- Select 'Purchase this Ex Parte Request Now' to be redirected to a King County E-Commerce site where you will pay for and finalize your Ex Parte submission
- If you have additional cases which require orders to be presented to the Ex Parte department, you may select 'Add Another Ex Parte Case.'
- Authorized Government Agencies can pay by voucher.

King County E-Commerce



King County E-Commerce

- Payment can be made by Internet Check or Credit Card (AMEX, VISA, MasterCard and Discover)

King County E-Commerce –

King County Ecommerce - Microsoft Internet Explorer

Address: http://146.129.181.115/metrokc.ecommerce.paymentweb/CreditCardPayment.aspx

King County Ecommerce
Confirm Payment Information

Payment Method | Payment Details | **Review >>** | Confirmation | Cart | [Help/FAQ](#)

Confirm Payment Information	
Payment Amount	\$44.49
Name	Billie Johnson
Daytime Phone	2062965427
Email	BJohnson@gmail.com
Address	516 3rd Ave
Address 2	
City	Seattle
State	WA
Zip Code	98104

Cart	
Total:	\$44.49
Item Count:	1
Convenience Fee:	\$2.49

Credit Card Information	
Card Card Number	4111111111111111
Verification Code	123
Expiration Month	01
Expiration Year	2010

Navigation

Important! To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list.

King County E-Commerce

- After entering your payment information select 'Submit' to be redirected back to the e-filing application
- An e-mail payment confirmation will be sent to the e-mail address you entered along with your payment information

King County E-Commerce

Ex Parte Confirmation Page

- This page is your confirmation page and final receipt of your Ex Parte submission including case information, a list of documents submitted, additional services requested, total amount paid and online payment reference number

ExParte Confirmation - Microsoft Internet Explorer

Address: <https://tst-efsp.kingcounty.gov/Efiling/Exparte/ExparteConfirmation.aspx?CartId=GyEGq%2F43w7E%3d>

Official Confirmation of ExParte Documents and Printing Options

Case Information	
Case Number:	10-2-00125-5
Case Title:	Charles Smith, et ux vs Pleasantville School Dist
Case Description:	Test
Lawfirm or User Name:	Test
Contact Person:	Kathei
Address:	123 Main St Seattle WA 98031
A hearing or trial is scheduled before an assigned judge in the next two weeks.	
Presentation/Pick-up Location:	KNT
Return Type:	Notify for Pickup
Payment Type:	Credit Card or Internet Check
Online Payment Reference:	4004890033
Date Paid:	8/28/2010 8:47:51 AM
Paid Amount:	\$30.00

ExParte Services and Document(s) Requested	
BigBear Motion.pdf	2 Page(s) Document E-Filed: No
AAA Auto summons.pdf	1 Page(s) Document E-Filed: Yes

Costs Information	
Regular Service Fees:	\$30.00
Cost For Services Requested:	\$0.00
Total Costs:	\$30.00

Grand Total: \$32.49 (plus eCommerce fee: \$2.49)